



## Site Director Job Description

The Learning Club seeks a Site Director who is passionate about serving at-risk children, skilled with managing a large group of children and volunteers, a great communicator, and creative in finding ways to better assist children with academic, social, and behavioral challenges. The Site Director must be detail-oriented, proactive, and dedicated to creating a positive, pivotal educational experience for our students.

### **Job Requirements:**

- Experience working with elementary-age students
- A minimum of a bachelor's degree in education or similar field
- Ability to work three evenings per week when school is in session
- Ability to communicate well orally and in writing with students of various ages, parents, school personnel, and volunteers from the community
- Openness to working in an office where faith is occasionally discussed openly

### **Specific duties include:**

#### **Student Management:**

- Manage students at each site in a professional and compassionate way that sets clear expectations for good behavior and focused study.
- Monitor academic and social-emotional growth of students; work to address areas of concern.
- Maintain a full enrollment of students for the site and recruit new students as needed, by working with the Housing Authority, the local school, or other means.
- Learn students' names in a timely fashion.
- Build relationships with parents via phone, text, notes, and in person.
- Report any issues of concern with students, volunteers, or community partners to the Executive Director and/or Director of Operations in a timely manner.
- Keep accurate attendance records and secure current registration information for each student.
- Review student progress following each session and maintain organized records.
- Any other tasks to ensure a professional program that helps students develop a love for learning and helps them grow in social, emotional, and academic skills.
- Serve 1-5 hours per week in public elementary schools that are connected to your sites (optional).

#### **Volunteer Management:**

- Maintain a sufficient number of volunteer tutors at each site to allow for one-on-one tutoring. Recruit new volunteers as needed.
- With the help of other staff, improve and further develop our volunteer training program, and implement it at each site.

- Provide periodic feedback to tutors, in person or via email or phone, expressing gratitude, encouragement, and offering input for becoming a better tutor.
- Keep accurate volunteer attendance records and secure required forms from each volunteer.
- Learn volunteer tutors' names in a timely fashion.

**Other Duties:**

- Maintain contact with people from the community as it relates to the site or the program in general, including the principals and/or other key faculty from the schools that most of our students attend, people responsible for the site location, potential volunteers and donors.
- Meet with staff every week to check on progress at the site and to plan for the future.
- Have a working knowledge of the Learning Club Child Protection Policy and other relevant policies, and work to ensure that the policies are implemented at each site.
- Make the site appealing and welcoming with posters, bulletin boards, etc.
- Ensure that an adequate supply of all materials are on hand at each site.
- Supervise and work as a team with other staff or Primary Volunteers.
- Occasionally assist with presentations in the wider community.
- Occasionally attend workshops and webinars, and seeking out meetings with people in the community to help us continue to build a better program for our students and volunteers.
- Help the Learning Club program evolve over time as we seek better ways to fulfill our mission and serve the most marginalized children.
- Other duties as assigned by Executive Director or Director of Operations.

**Work Schedule:**

**Hours/Schedule:** 28 to 32 hours per week. Including Monday-Wednesday evenings when school is in session. Start time is flexible, Fridays are flexible. Employment is scheduled for late July through late May, with a possibility of part-time summer employment.

**Location:** Office at Blessed Sacrament site, 2203 Parallel Ave., Kansas City, KS. After-school programs are at different locations in the urban core.

**Compensation:** Competitive with similar professional level jobs in the field of education.

**Start Date:** Summer 2019.

Inquiries or résumé may be directed to Brad Grabs, Executive Director. (913) 244-5838  
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